

HAMILTON COUNTY SOLID WASTE BOARD
AUGUST 25, 2008

The Hamilton County Solid Waste Board met on Monday, August 25, 2008 in the Commissioner's Courtroom in the Hamilton County Government and Judicial Center, One Hamilton County Square, Noblesville, Indiana. President Belden called the meeting to order at 12:00 noon declaring a quorum present of Christine Altman, Jim Belden, Steven C. Dillinger, John Ditslear, Dan Henke and Steven A. Holt.

Approval of Minutes

Dillinger motioned to approve the minutes of July 28, 2008. Ditslear seconded. Motion carried unanimously.

Unfinished Business

Steve Wood has verified with the Hamilton County Probation Department that the program using community service workers will continue past September.

Interlocal Agreement

Mike Howard presented a draft of the Interlocal Agreement between the Solid Waste Board and Hamilton County for the 2009 operations of the Household Hazardous Waste (HHW) Center for the Board's review. Currently the clerical duties are being handled by the clerical staff of the Health Department and the Auditor's office. The 2009 budget includes a new Administrative Assistant position. Howard suggested that person be housed in the Auditor's office, interviewed and hired in consultation between the HHW Director and the Auditor. That person would be managed by the Auditor with their primary responsibilities being the Solid Waste Board claims, payroll, records, minutes and other duties as assigned. Dillinger asked why would this person not be out at the HHW facility? Howard stated if a new person is hired they will have no clue what the policies and procedures are and will need to be trained by the Auditor's staff. This position does not need a full time person and if a full time position is hired there are other duties they can be assigned by the Auditor. To hire a part time person and learn the Auditor's procedures while at the HHW Center did not seem workable. Dillinger stated his view was they would be a full time person and do secretarial duties and assist at the HHW facility and he thinks that is where they should be. Altman stated not unless their time is consumed with Solid Waste issues. Wood stated it was put in the budget as a part time position, if they are to separate from the county there are more duties to be handled and they would be better housed in the Auditor's office. Wood stated he could create enough work to keep a full time person busy, but they could do the job from the Auditor's office if they had to. Howard stated the primary duties of this position have nothing to do with being at the HHW facility, the duties include processing claims, payroll, minutes, bookkeeping, etc. The systems are in place, they do not be reinvented. If they are housed at the HHW facility Wood would be training the person in Auditor's procedures. There are other clerical duties that are aligned with the Auditor's overflow other than Solid Waste. Belden asked if the additional staff person would have other responsibilities besides Solid Waste? Robin Mills stated yes, at this time there is not enough work to keep a full time person busy with

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Solid Waste duties. Howard stated the Interlocal Agreement states “and such other duties as assigned by the Auditor”. Belden stated other duties would be assigned by the Auditor but Solid Waste would pay the total salary? Mills stated no, she will ask the Solid Waste Board to pay a portion of that salary; the balance would be paid from County General. This person will be taking over the Airport Authority clerical duties and be used as a floater in the Auditor’s office. Belden asked how much is budgeted in 2009? Howard stated \$30,000. Altman suggested Solid Waste pay the base salary and County General pays benefits. Dillinger stated he believes there are enough secretarial type functions that Steve (Wood) or someone at his facility is doing right now that having a person out there could relieve Steve (Wood) to do other things. Mills stated that was discussed with Steve Wood and at that time he did not feel that a full time employee was necessary. Wood stated a full time person handling secretarial duties (payroll, claims, etc.) is not a full time job. Altman stated personnel has been added, the plan makes sense. Wood stated originally he said he would need a part time person as he takes care of the grant writing, keeping the books, and filing. He does not have a problem doing that if he had a part time person. If the full time person is housed at the Auditor’s office as long as they kept up with their work they will manage the way they are. Altman stated lets try it and if the workload becomes too much at HHW we will shift them over. Holt motioned to approve the Interlocal Agreement. Altman seconded. Dan Henke stated he is not opposed to the concept of part time staff but he would like to have time to review the agreement. Howard stated it is not urgent that the agreement be approved at this time. Henke motioned to table. Motion failed due to lack of a second. Altman, Belden, Dillinger, Ditslear and Holt approved the motion. Henke opposed. Motion carried. Altman told Henke if he had concerns to bring them to the next meeting.

Household Hazardous Waste Center

Belden asked when will the new employee be hired? Wood stated he will have a new employee starting next month. The Administrative Assistant will begin sometime this year.

Wood reviewed the HHW collections report.

- 1,630 residents used the facility in July 2008, in July 2007 there were 1,300 residents using the facility
- Have shipped 414,969 pounds of hazardous material, 10,000 pounds over last year’s totals.
- Appliances and computer collections are increasing.
- He is tracking the township participation rates.

Holt asked if the appliances are included in the total but not broken out if they don’t have Freon? Wood stated yes. Holt asked why is there not an appliance line in the report? Wood stated it is tracked by Freon, not total appliances. They are tracking the environmental hazards only. They properly dispose of non-Freon appliances and recommend the non-Freon appliances are taken directly to

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Lusco, as they pay for appliances, but some residents do not want to take the appliances to Lusco.

Public Hearing – 2009 Budget

Dillinger stated there will not be a quorum for the 2009 Budget Public Hearing on September 8, 2008. Howard stated they can receive comments and make a record at the public hearing, a quorum is not needed.

Additional Appropriation

Altman motioned to approve the Additional Appropriation of \$12,000 for software. Dillinger seconded. Motion carried unanimously.

Wellness Event Operation Hours

Wood stated on September 11, 2008 Hamilton County is sponsoring a Wellness Event for all county employees and county buildings will be closing at 2:00 p.m. that day so all employees may attend the event. The HHW Center's regular operating hours that day are 11:30 a.m. to 7:00 p.m. Wood requested permission to close the HHW Center. Dillinger motioned to approve. Altman seconded. Altman recommended closing the Center at 2:00 p.m. The Center will be open 11:00 a.m. to 2:00 p.m. on September 11, 2008. Wood stated all county employees are being paid to the end of their regular shift, which is 4:30 p.m. in most cases, HHW employees regular shift that day is 11:30 a.m. to 7:00 p.m., Wood asked what hours his employees should be paid? Dillinger amended his motion to include the employees being paid until 7:00 p.m. Altman amended her second. Altman stated they need to attend the event through their work shift. Motion carried unanimously.

Claim Docket

Ditslear motioned to approve the Claim Docket dated August 25, 2008 in the amount of \$43.28. Dillinger seconded. Motion carried unanimously.

Dillinger motioned to adjourn. Ditslear seconded. Motion carried unanimously.

Present

Christine Altman, County Commissioner
Jim Belden, County Councilor
Steve Dillinger, County Commissioner
John Ditslear, Mayor of Noblesville
Dan Henke, Fishers Town Councilor
Steven A. Holt, County Commissioner
Robin M. Mills, Auditor
Michael Howard, Attorney
Steven Wood, HHW Director
Barry McNulty, Health Department Director
Kim Rauch, Administrative Assistant to Auditor